



**City of South Bend**

**Vacancy Announcement**

**Post Date: Wednesday, March 18, 2015**

**Closing Date: Until Filled**

### **GOLF MAINTENANCE – ELBEL**

**Category: Part Time**

**Department: Parks**

**Reports To: Greens Superintendent**

**Schedule: Varied schedule Sunday-Saturday, 7AM-3:30 PM based on operational needs.**

**Pay Rate: \$7.50-\$10.00/hr. (Non-exempt)**

**Position: SUMMARY**

Operate all park department related light equipment perform other park department duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assist in all golf division projects using light and related equipment.
- Duties including mowing, hauling, snow plowing and park related maintenance of all facilities.
- Opens and close facilities as needed.
- Ability to work independently and make necessary work related decisions.
- Maintain records of daily work.
- Assumes additional responsibilities as requested.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **REQUIREMENTS**

- High School Diploma or equivalent education preferred.
- One year experience in operating light equipment preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Working knowledge of City or County government a plus.
- Ability to work well with others.

#### **CERTIFICATES, LICENSE, REGISTRATION**

- Valid Driver's License required.

**EQUIPMENT**

Pickup trucks, weed eater, hand mower, hand blower, riding mower, 2-way radio, and miscellaneous hand tools.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed outside and the employee is frequently exposed to wet and humid conditions. Entire office is smoke free.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Pre-Employment Drug Screen Required**  
**Comprehensive Background Check Required**